

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Notice of Closure of Limited Liability Company

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally notify you of the decision to close [Company Name], a limited liability company registered under the laws of [State/Country]. After careful consideration and evaluation of our business circumstances, we have concluded that ceasing operations is the best course of action.

As of [effective closing date], [Company Name] will officially be closed. We have taken all necessary steps to ensure a smooth winding-up process, including settling debts and obligations, liquidating assets, and notifying all relevant stakeholders.

Please let us know if you require any further information or documentation during this transition period. We appreciate your support and understanding throughout our operation and regret any inconvenience this may cause.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Company Name]